

Student Solutions

Spring 2015

Definition of an Evening Course

Courses that begin at 4:00 P.M. or after or meet on the weekend are considered “evening courses” for billing purposes. You can find the rate (day or evening) charged for each class section noted under “attribute” on the class schedule on InfoBear.

Evening Charge Policy Explained

The following statement appears in the university catalog: “Students enrolled in evening undergraduate courses will be charged all tuition and fees associated with the cost to provide the evening programs.”

- If a student is taking 12 credits, then s/he may take a combination of day or evening rate courses and will only be charged for 12 day credits.
- If a student goes over the 12 credits, s/he will be billed for the appropriate amount of day credits and then will be billed separately for the evening course(s).

Exceptions to the Evening Rate (more than 12 credits):

In an effort to streamline the process, the following changes have been made:

- ⇒ If a course is **major specific** and is ONLY offered in the evening, a report will be run and those students who are eligible for a waiver will have their bills adjusted. This is a manual process and will not be completed before the refund period of the semester. *Bills will not be adjusted until approximately March for the spring semester and November for the fall semester.* **Students do not have to appeal.**
- ⇒ **Because a major specific course has closed day sections does not give a student an evening charge waiver. Students must be aware that if a day course is added after registration, evening charges will then apply to the evening section. While this is a rare occurrence, it is the student’s responsibility to make adjustments to their schedule to avoid being charged the evening rate.**
- ⇒ If a course is **major concentration specific**, a list is generated and those within the specified concentration will have their accounts adjusted. The student does not have to appeal, but keep in mind that this is a manual process and bill adjustments will not happen until after the refund period of the given semester. **Students do not have to appeal.**
- ⇒ Students should be aware that topics courses or electives within the major or minor are not considered for an evening waiver if there are options to fulfill that requirement with a course that has a day section. *An elective course is one you have chosen from a list of courses that satisfy a major or minor requirement.*
- ⇒ If a student is enrolled in a **minor specific** course and it is only offered in the evening, **a student must appeal** to have their accounts adjusted to reflect the correct charges.



Newsletter Spotlight

Are you confused by the Evening Charge Policy for courses? You are not alone, here is an in depth explanation of the policy.

Web hybrid courses, regardless of start time are billed as day rate. These courses will have “day rate” clearly posted on Infobear under “attributes.”

CORE CURRICULUM COURSES

are NEVER eligible for an evening waiver!

**Your letter of appeal should be emailed to:
Mary Ellis, Student Resolution Specialist**
mellis@bridgew.edu

- ◆ If you do file an appeal, you will receive formal notification that the appeal has been approved or denied.